December 12, 2014

ACOSTA
SALES & MARKETING

6600 Corporate Center Parkway
Jacksonville, FL 32216

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NEXT OF KIN OF SAMPLE A SAMPLE
APT ABC
123 ANY STREET
ANYTOWN, US 12345-6789

Dear Family of Sample A Sample:

Acosta, Inc. and its subsidiaries, including Mosaic Sales Solutions US Operating Co. LLC (collectively, the "Company"), are writing to inform you of an incident that may affect the security of some of Sample A Sample's personal information. We are providing this notice to you so that you may monitor Sample A Sample's financial statements and take steps to protect Sample A Sample's information.

What happened? On November 10, 2014, the personal automobile of an employee in the Company's Human Resources department was burglarized. Stolen from the automobile were various personal items and a Company laptop. The employee discovered the theft on November 11, 2014 and promptly reported the theft to local law enforcement and to the Company.

The Company immediately initiated an investigation to determine what sensitive information may have been contained on the laptop at the time of theft. The Company confirmed that the laptop was password protected at the time of the theft. Although our investigation is ongoing, we have determined that the laptop contained personal information related to current and former employees and their dependents, including Sample A Sample's name, [date of birth, bank account information, Social Security number, email address, employee identification number, phone number] and address.

What We Are Doing. The Company takes the security of employee personal information very seriously. We are not aware of actual or attempted misuse of Sample A Sample's personal information. Nevertheless, we are providing you with helpful information on protection against identity theft and fraud. We are also taking steps to minimize the risk of similar future data incidents. These steps include enhancing our policies and procedures relating to the security and confidentiality of Company records containing personal information.

What You Can Do. Enclosed is helpful information on how to protect against identity theft and fraud.

The Company apologizes for any inconvenience or concern that this causes you. We remain committed to the security of personal information at the Company. We have established a confidential privacy line to assist you with questions regarding the incident, this letter and steps you may take to protect Sample A Sample's information. This confidential privacy line can be reached at (877) 237-4971, Monday through Friday, 9:00 a.m. to 7:00 p.m. EST. The reference number for this incident is #5316120814.

Sincerely,

Rebecca E. Steele

Rebecca E. Steele
Chief Human Resources Officer

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As described in our enclosed Notice of Privacy Safeguards, there are privacy rights under certain state laws that protect personal information. You may find out more about privacy rights and safeguarding identity by reading the enclosed Notice.

THE COMPANY'S NOTICE OF PRIVACY SAFEGUARDS

The Company takes this matter, and the security of personal information entrusted to it, very seriously. We encourage you to remain vigilant, to review Sample A Sample's account statements, and to monitor Sample A Sample's credit reports for suspicious activity.

There are steps you can take to protect Sample A Sample's credit file. We recommend contacting the three credit reporting agencies listed below to discuss your particular situation and obtain specific guidance. Once you establish a relationship with the credit reporting agency and verify your authorization to make a request on behalf of Sample A Sample, you can request a copy of Sample A Sample's credit report. A review of the credit report will let you know of any active credit accounts that still need to be closed or any pending collection notices. Be sure to ask for all contact information on accounts currently open in Sample A Sample's name (credit granters, collection agencies, etc.) so that you can follow through with these entities.

You can also request, in writing, that the report list the following alert:

"Deceased. Do not issue credit. If an application is made for credit, notify the following person(s) immediately: (list yourself, and/or another authorized relative, and/or executor/trustee of the estate—noting the relationship of any individual listed to your family member—and/or a law enforcement agency)."

In most cases, this flag will prevent the opening of new credit accounts in Sample A Sample's name.

Contact for the three consumer reporting agencies is listed below.

Equifax	Experian	TransUnion
P.O. Box 105069	P.O. Box 2002	P.O. Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19022-2000
800-525-6285	888-397-3742	800-680-7289
www.equifax.com	www.experian.com	www.transunion.com

You can further educate yourself regarding identity theft, and the steps you can take to protect Sample A Sample's identity, by contacting your state Attorney General or the Federal Trade Commission. For Maryland residents, the Attorney General can be contacted at 200 St. Paul Place, 16th Floor, Baltimore, MD 21202, (888) 743-0023, www.oag.state.md.us. For North Carolina residents, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001, (919) 716-6400, www.ncdoj.gov. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, www.ftc.gov/bcp/edu/microsites/idtheft/, 1-877-ID-THEFT (877-438-4338); TTY: 866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. Instances of known or suspected identity theft should also be reported to law enforcement. Please note that this notice was not delayed because of law enforcement.